



Meeting Date	1/17/2007	Time	10:00 – 11:30
Location	Germantown 3220; 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	Y	
Steve Musser	OAR	Y	
Sharon Schroeder	OAR	Y	
Andrea Moore	OAR	Y	
Alicia Ferguson	NESDIS	Y	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Pam Williams	CMFD	N	
Valda Ferrell-Evans	CMFD	N	
Sharon Glover	BIS	N	
Guest Name	Organization	✓	E-mail

Agenda:

1. Discuss draft guidance – Mark St. Clair
2. Review action items – Lois Coleman

Minutes:

1. Mark continued to discuss guidance. The group discussed and generally agreed: refunds will be made within 6 months of agreement expiration; all agreements with non-federal sponsors will be funded by advances; reimbursables with cost overruns will be “turned off”; AOD will bill for disbursements, rather than disbursements and payables; LOs will deobligate UDOs 5 years after expiration of agreements with federal sponsors; agreements will have a 5 year time limit. Malcolm agreed to check on the legal authority for billing sponsors for Prompt Payment Act interest.
2. Bruce will re-draft the templates by January 31 for work group review.
3. Herb will investigate the Cosa Nosa with NESDIS.

The next meeting will be:	Wednesday January 24, 2007, 10:00-11:30
----------------------------------	--